



NOTICE OF POSITION VACANCY

Posted October 4, 2021

- POSITION TITLE:** Health Resource Advocate (2 positions available)
- LOCATION:** School Districts in Clare, Farwell, Gladwin, and Clare-Gladwin RESD
- POSITION TYPE:** Administrative; Grant-funded through June 30, 2022; Full-time (40 hours per week) with paid time off (9 days) and paid holidays (9 days)
- STARTING DATE:** November 1, 2021 or As soon as possible
- COMPENSATION:** Minimum \$31 per hour for Registered Nurse; pay commensurate with experience and education
Minimum \$25 per hour for Bachelor's Degree in other Health-Related Field
- QUALIFICATIONS:**
- **Preferred:** Bachelor's degree in Nursing and two years of professional experience preferred. A Master's degree in Nursing may be substituted for experience. Must be licensed to practice in the state of Michigan.
 - **Will Consider:** Bachelor's degree in other health-related field and professional healthcare experience.
- ESSENTIAL SKILLS:**
- Ability to interact and communicate professionally and effectively with all individuals including students, parents, staff, and community members.
 - Ability to efficiently use technology and quickly learn applicable software
 - Ability to organize, problem solve, multi-task, and prioritize
 - Ability to read, analyze and interpret data
 - Ability to effectively present information in front of groups and engage an audience
 - Ability to adapt to frequent changes and pressure/stress in the work environment
 - Ability to work independently and as a team member
- JOB DUTIES AND RESPONSIBILITIES:** The Health Resource Advocate (HRA) will provide front-line support for COVID testing and reporting, help districts identify emerging COVID-related health concerns, and amplify best overall health practices. COVID testing will be just one element; the responsibilities are inclusive of an overall school-specific mitigation strategy which can encompass wellness services.
- Provides consultation, leadership, and professional development for quality public health services and appropriate school protocols for the prevention of COVID-19.
 - Serves as a team member providing preventive services, early identification of health issues, interventions, and referrals due to the COVID-19 pandemic.
 - Works with Administration to determine a set of overall health strategies appropriate for the district.

- Monitors, interprets, synthesizes, and disseminates relevant research findings and other information related to COVID-19, public health, current legal issues, and new legislation that impacts school health programs and services.
- Uses professional judgment to carry out the functions of this position.
- Serves as a health care representative providing guidance and training to the school district on appropriate COVID-19 strategies including COVID-19 health screening programs, infectious disease reporting, contact tracing, and identification of students' chronic health care needs and how they may be impacted by COVID-19.
- Trains students about transmissible diseases and viruses and best practices for prevention.
- Provides medical care and services to students according to physician prescribed medical care and treatment orders.
- Provides emergency treatment and routine first aid in case of illness or injury to students and staff and coordinates with emergency care providers.
- Follows confidentiality and privacy rules and regulations, including FERPA, in all matters.
- Confers with students, parents, and teachers regarding student health.
- Assists in the management of the school's health system database, updating treatment notes daily and ensuring parents review/update student health information.
- Coordinates with local health agencies and medical treatment facilities as necessary.
- Assists with the coordination of professional development for faculty and staff.
- Maintains inventory of supplies and materials needed; develops and monitors procedures for maintaining adequate supplies in all school first aid kits.
- Assists in the creation of communications to school community concerning health and welfare issues.
- Travels between districts.
- Executes other duties as assigned by Administration.

APPLICATION DEADLINE: 10/15/2021 at noon, or until filled

APPLICATION PROCEDURE: Apply electronically or download an application at www.cgresd.net/employment.

Send Resume and completed Application to:

Clare-Gladwin RESD
 Attn: Human Resources Dept.
 4041 East Mannsiding Road
 Clare, Michigan 48617

PH: [\(989\) 386-8635](tel:9893868635)

Email: cghr@cgresd.net

Statement of Compliance with Federal Law: The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 [\(989\) 386-3851](tel:9893863851).